

To: Personnel Office Training Officer

Training Request (See PDM -53)

Date

1. Name

2. Grade

3. Title

4. Division / Staff

5. Age

6. Sex

7. Marital Status

8. Length of Service

in CIA

in Personnel

9. Title & description of training to be taken (include no. of hours, inclusive dates, and if outside the Agency, name of institution, whether credit given & thesis required, names of instructors (if known)).

10. Specific objectives to be accomplished, or level of proficiency to be obtained by training.

11. Qualifications of individual for requested training. Include summary of academic background and professional experience.

12. Expense to Agency. Include statement as to need for advance of funds.

13. Remarks — continuation of above enclosures or additional remarks on back.
CONCHR

Name _____

Supervisor

Signature of Individual
Requesting Training

APPROVED

Date _____

Name _____

Title _____

for the Personnel
Career Service

APPROVED - No security objection (For non-CIA courses on time and at expense of individual)

Name _____

Title _____

for the Security Office